

NIH PAY AND APPOINTMENT AUTHORITIES FOR NON-SCIENTISTS

Subject to HHS and NIH freeze guidelines

Total compensation = annual rate of base salary, locality pay, 3Rs, SES Rank Awards, SES Performance Awards, Quality Step Increases, and Cash Awards

Non-discretionary Pays, i.e., Comparability Increases [Title 5, SES] Within-Grade Increases [Title 5]

Discretionary Pays

Promotions and QSI s [Title 5]	Rank Awards [SES]
Cash Awards [Title 5, SES, SL]	Performance Awards [SES]
3Rs Up to 25% of base pay, must be approved by higher level IC official than the requesting/recommending official [Title 5, SES, SL]	

APPROVAL AUTHORITIES DELEGATED TO IC DIRECTORS: may be redelegated provided IC Director and OHR retain accountability

Initial appointments when grade is < GS-14 [applies to recruits under Title 5]

Conversions or promotions when grade is < GS-14 provided cumulative discretionary pay increases within the preceding 52 weeks are ≤ \$30,000 [Title 5]

Reassignments, conversions, and extensions with no change in total compensation [Title 5]

Cumulative Discretionary Pay Increases ≤ \$30,000 within the preceding 52-weeks provided grade is < GS-14 [Title 5]

Renewals of Retention Allowances with no increase in the rate [Title 5, SES] provided total compensation ≤ EX-I (\$166,700) in a calendar year

Cash Awards ≤ \$10,000 [Title 5, SES/SL] and **Quality Step Increases** [Title 5] when cumulative discretionary pay increases are ≤ \$30,000 within the preceding 52-weeks

IPA Agreements when total NIH portion (base salary) is < GS-14/01 (appointments or details to NIH)

APPROVAL AUTHORITIES RETAINED BY THE DEPUTY DIRECTOR FOR MANAGEMENT, NIH

Initial appointments, conversions, promotions, & any discretionary pay increase (s), except for **Cash Awards** and **Quality Step Increases** within IC's delegated authority above, when grade is ≥ GS-14 [Title 5]

Cumulative Discretionary Pay Increases > \$30,000 within the preceding 52-weeks
[Title 5]

Renewals of Retention Allowances with an increase in the rate [Title 5]

IPA Agreements when total NIH portion (base salary) is \geq GS-14/01

APPROVAL AUTHORITIES RETAINED BY THE DIRECTOR, NIH:

Cumulative Discretionary Pay Increases > \$30,000 within the preceding 52-weeks
regardless of total compensation [SES, SL]

Recruitment and Relocation Bonuses and Initial Retention Allowances [SES, SL]

Renewals of Retention Allowances with an increase in the rate [SES, SL]

Comparability Increases: [SL]

SES, SL: all annual pay adjustments

SES Performance Awards (with the concurrence of the Secretary)

APPROVAL AUTHORITIES RETAINED BY THE SECRETARY:

Initial appointments, transfers, or reassignments of SES, SL

IPA Agreements: outside NIH

Approved _____
Acting Director, OHRM Date